

**MINUTES
HISTORIC PRESERVATION COMMISSION
SPECIAL MEETING**

**Monday, January 5, 2015
City Hall, Room 210
4:00 p.m.**

MEMBERS PRESENT: Chairperson Ald. Mark Steuer, Vice Chairperson Jacqueline Frank, Roger Retzlaff, Dave Boyce, Susan Ley, Jeanine Mead

MEMBERS ABSENT: None

ALSO PRESENT: Kim Flom (Planning Director)

1. Discuss various hiring scenarios with respect to the Historic Preservation position that was approved in the 2015 City budget.

Ald. Steuer indicated an additional \$8,000.00 was approved by the City Council for the HPC's 2015 budget, bringing their total budget to \$10,000.00. This additional \$8,000.00 can be used to hire a limited time employee to help with various historic preservation projects. He recently met with Jacqueline Frank and Ingrid DeCoste to draft the job description. This draft was handed out to each of the members.

Roger Retzlaff suggested the addition of "Architectural Studies" under the "Qualifications" section. Susan Ley has concerns about the rate of pay if this qualification is required. Ald. Steuer believes this position could be a building block for someone's career goal. If this added position is successful this year, perhaps next year the Commission could request another budget increase.

The current position would consist of approximately 20 hours per week for 39 weeks. However, this could vary depending on the specific projects. Kim Flom indicated her department will provide the work space, but this person would have to coordinate his or her schedule with the other intern, as there is only one computer available. All financials would be handled by the HPC and the HPC would provide supervision.

Kim Flom asked the members if they discussed this position being contractual in nature. Roger stated alternatives were discussed but no decision had been made. Jacqueline Frank would like to have continuous support, not just occasional project support. Ald. Steuer stated the position could also include research projects. Jacqueline feels the job requirements are not excessive in terms of experience (six months internship) if you recently graduated from college and wanted to get your foot in the door. Susan Ley

suggested less hours and raising the pay (e.g., \$15.00 per hour, 8 hours per week). Roger Retzlaff also suggested hiring someone who is retired.

Jeanine Mead asked what the city policy would be if the person didn't work out. Kim Flom stated there is a probationary period. A person just out of college may need more guidance. A suggestion was made that under "Duties," it should state "Attendance at the monthly HPC meetings is required." Jacqueline Frank thinks it will be important for a committee member to meet with this person weekly to check on project status. Mark Steuer, as chairperson, stated he is willing to be this liaison person.

Dave Boyce asked if there might be someone who works part time at the county who would be interested in the position. The position will be posted and all applicants will be considered. Ald. Steuer indicated he and/or Jacqueline Frank, Kim Flom and Human Resources will be involved in the interview process.

The Committee agreed that under the heading "Essential Functions," the words "Other Duties as Assigned" should be added.

Kim Flom asked if this new position needs to be approved by the Personnel Committee. Ald. Steuer will follow up on this.

Roger stated the HPC needs to decide whether or not this will be a consultant or staff position. Ald. Steuer feels this position could be a stepping stone to having a full time person in the future. Jacqueline Frank feels strongly that it should be a staff position.

Motion made by Susan Ley and seconded by Jeanine Ley to approve the HPC job description with the following changes: 1) adding the words "Other Duties as Assigned; 2) under "Minimum Qualifications Required, adding "Architectural Studies"; and 3) adding "Attendance of Monthly HPC Meetings" under "Example of Duties." All in favor. Motion carried.

Discussion regarding next meeting agenda items.

A motion to adjourn was made by Roger Retzlaff, seconded by Susan Ley. All in favor. Motion carried.

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- i). **THIS MEETING IS AUDIO TAPED:** The audio of this meeting and minutes are available online at WWW.GREENBAYWI.GOV.
 - ii). **ACCESSIBILITY:** Any person wishing to attend who, because of a disability, requires special accommodation should contact the City Safety Manager at 448-3125 at least 48 hours before the scheduled meeting time so that arrangements can be made.
 - iii). **QUORUM:** Please take notice that it is possible additional members of the Council may attend this committee meeting, resulting in a majority or quorum of the Common Council. This may constitute a meeting of the Common Council for purposes of discussion and gathering information relative to this agenda.
 - iv). **REPRESENTATION:** The party requesting the communication, or their representative, should be present at this meeting.